**PowerPoint and Presentation Questions** - **Due Friday April 13.**

During this unit, you learned about a number of tools in PowerPoint and were given ideas of how to enhance and improve your presentation/communication skills.  **Answer the following questions to communicate your learning in a Word Document and print and submit with your name.**

1.) What skills in PowerPoint do you consider your strengths of using the software?  Describe why you feel this way and a time when you demonstrated these skills and by using Print Screen **(Alt + Print Screen)** paste the screen shot of a PowerPoint slide that demonstrates this strength.

2.) What skills in PowerPoint do you feel that you have a chance for growth and improvement? Describe why you feel this way and why it was difficult for you.  What could you do to improve the skill?  Using Print Screen,**(Alt + Print Screen)** take a screen shot of a PowerPoint Slide that you felt could use improvement and then make the changes necessary to improve it.  Take another Screen Shot **(Alt + Print Screen)** to show the differences and describe how you improved it.

3.) Lastly, describe what went well during your presentations and after our discussions what are some things that you will be working on so that the next time you present you will be even more successful.